



COUNTY OF SAN DIEGO

DEPARTMENT OF PLANNING AND LAND USE: Zoning

REZONE STAFF CHECK LIST

Please review Rezone coversheet for Electronic Submittal requirements:

REZ Number _____ Accepted for filing _____ by _____
Date Name

MORATORIA: Check YES, if project is affected by a moratorium. Refer to moratorium book under name of area.

YES NO
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ASSOCIATED DOCUMENTS AND REQUIRED INFORMATION

- ☒ ☐ Discretionary Permit Application Form (DPLU #346). Make sure the applicant has filled out the front and signed the back. Check to see if applicant has had a pre-application conference. (See DPLU #383 HOW TO PROCESS A REZONE REQUEST)
- ☒ ☐ Ownership Disclosure Form (DPLU #305).
- ☒ ☐ Evidence of Legal Parcel (DPLU #320). (Verify with DPW that the Covenants of Improvements of PM have been released/recorded).
- ☒ ☐ Fire Letter (DPLU #399F).
- ☐ ☒ School Letters (DPLU #399SC). Letter for each applicable school district.
- ☐ ☒ Sewer Letter (DPLU #399S) or DEH approval memo.
- ☐ ☒ Water Letter (DPLU #399W) or DEH approval memo.
- ☒ ☐ Acknowledgement of Filing Fees and Deposits (DPLU #126).

PUBLIC NOTICE PACKAGE

- ☐ ☐ Assessor's Map(s) properly marked.
- ☐ ☐ Typed list
- ☐ ☐ One set of stamped and addressed envelopes.
- ☐ ☐ Completed Form #524 with a vicinity map. If Rezone is linked to a Tentative Map, then form DPLU #524 must indicate the surrounding zones.
- ☐ ☐ Certification Forms #299 and #514.

SDC DPLU RCVD 06-15-12
REZ12-005
P12-010

ZC079 (7/10)



ENVIRONMENTAL DOCUMENTS

YES

NO

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Four (4) copies of AEIS (DPLU#367), USGS map with site marked and photographs with directions marked; **OR**

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Four (4) copies of Environmental Review Update Application (DPLU# 366) and one (1) copy of the original AEIS (DPLU#366), USGS map with site marked and photographs with directions marked; **OR**

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Urban Minor Subdivision Environmental Review Exemption (DPLU #314), USGS map with site marked and photographs with directions marked, and bright orange exemption request card.

RESOURCE PROTECTION STUDY (DPLU #374)

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Slope analysis (2 copies).

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Encroachment/Open Space Map (2 copies).

a) septic/leach lines; b) feasible grading; c) flood plain; d) proposed lot lines

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Density calculation, if applicable.

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Preliminary Flood Plain Evaluation (DPLU #394).

LEGAL DESCRIPTION

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A typed legal description of the area to be rezoned must accompany the application.

PLOT PLANS

YES

NO

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Legible prints.

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Copies: see coversheet of application; folded to 8 ½" X 11" with lower right-hand corner exposed. The plot plan may be assessor's sheets indicating the surrounding zones.

REZONE APPLICATION

		FEES*	INITIAL DEPOSIT*	FEE CODE
DPLU PLANNING			\$2,830	4900
DPLU ENVIRONMENTAL			\$5,340	4900
DPW ENGINEERING			\$1,480	
DPW INITIAL STUDY REVIEW			\$2,890	
STORMWATER	MINOR			
	MAJOR			
DEH	SEPTIC/WELL			
	SEWER			
DPR				
INITIAL DEPOSIT \$12,540				

VIOLATION FEE none

***See Website:** <http://www.sdcounty.ca.gov/dplu/cost-schedule-info.html> **for average processing costs.**

NEW: Use our Discretionary Permit Cost Guide! to get an idea of how much the County portion of your project may cost.

- Please read and follow instructions Step by Step!! -

Step 1:

All forms/plans listed under **(Step 1)** must be completed, signed, scanned and saved as "pdf" files, then **submitted on CD's**. The forms have "Data Entry Form Fields" and can be completed and saved on your computer.

- Plot Plan
- Legal Description (**see Note # 6 below**)
- Resource Protection Study
- 126 Acknowledgement of Filing Fees and Deposits
- 299 Supplemental Public Notice Certification
- 305 Ownership Disclosure
- 320 Evidence of Legal Parcel (**and any deeds**)
- 367 (AEIS) Application for an Environmental Initial Study
- 394 Preliminary Floodplain Evaluation Form
- 399F Fire Availability Form
- 399S Sewer Availability Form
- 399SC School Availability Form
- 399W Water Availability Form
- 514 Public Notice Certification
- 524 Vicinity Map/Project Summary
- LUEG-SW Stormwater Intake Form for Development Projects

Step 2:

In addition to the electronic copies on CD, all forms/plans listed under **(Step 2)** must be completed, signed and submitted as Hardcopies.

- Plot Plan: **Two (2) hard copies.**
- 346 Discretionary Permit Application Form: **One (1) hard copy.**
- 524 Vicinity Map/Project Summary: **One (1) hard copy.**
- LUEG-SW Stormwater Intake Form for Development Projects: **Two (2) hard copies.**
- Public Notice Package
 - a. One (1) set of gummed labels on 8½" x 11" sheets containing the names and addresses of all property owners.
 - b. One (1) set of stamped **(with USPS Forever Stamps)** and addressed envelopes (4¼" x 9½" business size) for each property owner on the list.

All forms listed below are informational only and shall not be submitted.

These are available at: DPLU Zoning Forms.

- 90Z Typical Plot Plan
- 247 Fish and Game Fees
- 298 Supplemental Public Notice Procedure
- 374 Resource Protection Study
- 383 How to Process a Rezone Request
- 515 Public Notice Procedure
- 516 Public Notice Applicant's Guide
- 906 Signature Requirements
- Policy I-49 BOS Policy Distribution of Notification of Land Use Hearings
- ZC001 Defense and Indemnification Agreement
- ZC079 Rezone Staff Checklist

**This application requires an appointment to submit.
To schedule or cancel an appointment please call (858) 694-2262.**

NOTES:

1. **Save each whole Study, Report, Plot Plan, Map, etc., as a single PDF file on CD(s).** Save as many PDF files as possible on each CD. Provide two (2) copies of each CD.
2. **For a Rezone with a GENERAL PLAN AMENDMENT, go to the PLAN AMENDMENT AUTHORIZATION section.**
3. Two (2) hard copies of the plot plan. The plot plan may be assessor's sheets indicating the surrounding zones. **(Folded to 8 ½" x 11" with the lower right-hand corner exposed.)**
4. School letters (DPLU-399SC) are required only when increasing density.
5. If the Rezone is linked to a Tentative Map, then form DPLU-524 must indicate the surrounding zones.

6. A typed legal description of the area to be rezoned must accompany the application.
7. Give applicant DPLU-319 (Notice of Application Form).
8. Give applicant DPLU-382 (Flagging Procedure for Projects)
9. A Major Pre-Application Meeting is MANDATORY prior to the submittal of this application.
10. At INTAKE: One (1) copy of the Major Pre-Application letter from DPLU or;
One (1) copy of the form waiving the Major Pre-Application Meeting MUST be submitted by the applicant.
(Techs: Check KIVA to be sure the applicant has completed a Major Pre-Application Meeting. If not, we cannot accept the submittal).
11. Inform applicant that project goes to local Community Planning Group and/ or Design Review Board for recommendation.
12. Use the same PROJECT # (not case #) as the Major Pre-Application when entering this application into KIVA.